

# LEGISLATOR RELOCATION INFORMATION

Relocating for legislative convening and adjournment requires a great deal of coordinated effort between individual legislators, their staff, legislative leadership, and several sections of the Legislative Affairs Agency. Please read the current [Legislative Council Moving and Travel Policy](#) prior to making travel and/or shipping arrangements.

## PERSONAL MOVE

Updated vehicle transport information is provided by email in time to plan for each legislature's convening and adjournment. All other information remains the same from year to year.

The following forms are required for reimbursement, depending on relocation needs:

1. [Relocation Claim Form](#)
  - Please complete, include boarding passes and receipts for reimbursable items, and scan to [laa.travel@akleg.gov](mailto:laa.travel@akleg.gov), or mail to: Accounting Office at 120 4th Street, State Capitol, Room 3, Juneau, Alaska 99801-1182.
2. [Household Goods and Personal Effects Moving Authorization Form](#)
  - Please complete and email the signed form to [laa.travel@akleg.gov](mailto:laa.travel@akleg.gov). The cost will not be covered without pre-approval.
3. [Affidavit - Household Goods/Personal Effects](#); [Affidavit - Storage](#); [Affidavit Guidelines](#)
  - Please note that most payments to moving companies, as well as relocation costs for a legislator's spouse and/or dependents, are subject to tax and SBS withholding, and will be deducted from your regular paycheck. To ensure proper tax withholding, please complete a household goods/personal effects affidavit, correctly apportioning freight costs. For those legislators interested in interim storage, please complete the storage affidavit.
4. [Personal Vehicle Authorization Form](#)
  - **ONLY** for those legislators **located off the road system** who will air freight or barge a vehicle. Please contact Joanna Bizzarro at 465-6625 or [Joanna.Bizzaro@akleg.gov](mailto:Joanna.Bizzaro@akleg.gov) and she will assist with arrangements.

## FAMILY AND PETS

A legislator and spouse or dependents are entitled to one roundtrip coach airfare or a ferry ticket on the Alaska State Marine Highway System to attend legislative session in Juneau. A maximum of three household pets are also allowed.

While en route, a legislator's spouse is entitled to half the legislator's daily per diem rate, and each dependent receives \$18 per day. Additionally, upon arrival in Juneau for the convening of session, a legislator, spouse, and dependents are entitled to per diem at the same rate for not more than 10 days for first session, and 5 days for second session. They are also entitled to per diem at the same

rate for up to 5 days at the end of every legislative session, and en route to their home district for a period not to exceed 5 days.

## **OFFICE FILES AND SUPPLIES**

Legislative Council policy restricts each Legislator to 20 small file boxes for office files and supplies allowed for shipment. Furniture, mini-refrigerators, water coolers, liquids, etc., are NOT considered office equipment.

## **CONSOLIDATED MOVE**

For those offices located in the Anchorage, Fairbanks, Kenai, Homer, and Mat-Su areas, Legislative Affairs Agency staff organize the consolidated move. Legislator offices are responsible for packing their file boxes, which will be loaded and shipped by a commercial carrier with LAA staff oversight. The Rules Chairs will notify each office about scheduling the consolidated move and LAA staff will provide details as soon as they are available.

Please contact the Juneau Help Desk at 465-5347 or [IT.Helpdesk@akleg.gov](mailto:IT.Helpdesk@akleg.gov) with any questions.

If, for any reason, your files boxes will not be ready for the consolidated move, prior approval is required by your Rules Chair to ship those items separately. Personal property may not be included, although legislators may ship office equipment they own and use in their legislative offices with the consolidated move within the 20 small file box limitation; furniture, mini-refrigerators, water coolers, liquids, etc., are NOT considered office equipment and are not allowed in the consolidated move. The Department of Administration Division of Risk Management does not insure personal property.

## **LEGISLATIVE OFFICES NOT INCLUDED IN THE CONSOLIDATED MOVE**

Those Legislators who have offices located outside the areas of Anchorage, Fairbanks, Kenai and Mat-Su must fill out the [Office Files and Supplies Moving Authorization Form](#), which allows for reimbursement or payment to ship up to 20 small file boxes of files, office supplies, and office equipment owned and used in a legislative office; furniture, mini-refrigerators, water coolers, liquids, etc., are NOT considered office equipment.

Please complete and email the form to [laa.travel@akleg.gov](mailto:laa.travel@akleg.gov).

## **CONTACT INFORMATION**

Joanna Bizzarro: 907-465-6625 // [Joanna.Bizzarro@akleg.gov](mailto:Joanna.Bizzarro@akleg.gov)

Santé Lesh: 907-465-6626 // [Sante.Lesh@akleg.gov](mailto:Sante.Lesh@akleg.gov)